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**MINUTES**

**HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING**

**Tuesday March 1, 2022 2:00 p.m.**

**Remote Meeting via Webex Event**

**1) CALL TO ORDER**

Present: Commissioner Cecilia Chung, Chair  
Commissioner Edward Chow, MD, Member  
Commissioner Tessie Guillermo, Member

The meeting was called to order at 2:03pm.

**2) APPROVAL OF THE MINUTES OF THE HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING OF FEBRUARY 1, 2022**

Action Taken: The Committee unanimously approved the February 1, 2022 minutes.

**3) MONTHLY CONTRACTS REPORT**

Michelle Ruggels, Director of the SFDPH Business Office, presented the item.

Commissioner Comments:

Regarding the UCSF Alliance contract, Commissioner Chow asked for clarification of the office location. Ms. Ruggels stated that the office is located on Market Street.

Regarding the UCSF ZSFG Clinical Practice contract, Commissioner Chow asked for more information regarding the scope of work for this contract. Paul Lamb, DPH System of Care Program Manager, stated that this constellation of programs provides intensive case management for individuals experiencing mental health and substance use issues. The goal is to reduce recidivism in psychiatric emergencies and incarceration, in addition to promoting housing stability.

Commissioner Chow asked if there is data showing the level of success of the intensive case management model in stabilizing clients. Mr. Lamb stated that there is an adult assessment tool used to gauge progress.

Commissioner Chow asked how this program fits into the Mental Health SF spectrum of programs. Mr. Lamb stated that the Office of Coordinated Care will be tracking this service, which will hopefully help keep complex clients engaged in care.

Commissioner Chung noted that the intensive case management model has been successfully used for many years.

Action Taken: The Committee recommended that the full Health Commission approve the report.

- 4) **REQUEST FOR APPROVAL OF A NEW CONTRACT WITH 911 INTERPRETERS, INC. TO PERFORM REMOTE INTERPRETER SERVICES FOR THE DEPARTMENT OF PUBLIC HEALTH. THE TOTAL PROPOSED CONTRACT AMOUNT IS \$9,918,720 WHICH INCLUDES A 12% CONTINGENCY FOR THE INITIAL TERM OF MARCH 1, 2022 THROUGH FEBRUARY 28, 2025 (36 MONTHS). THE CONTRACT HAS TWO OPTIONS TO EXTEND FOR A PERIOD OF THREE YEARS EACH.**

David Dao, DPH Interpreter Services, presented the item.

Commissioner Comments:

Note: The comments in this item also pertain to item 5.

Commissioner Guillermo asked if these contracts are meant to increase service capacity. Mr. Dao stated that the contracts are replacements of the previous contracts, with no change in service volume.

Commissioner Chow asked how the other City departments will address interpreter service needs. Mr. Dao stated that the City Purchaser's Office set up shared city services. The DPH is developing its own contracts so it has control of its own service provision and will ensure funds and/or services will not run out.

Commissioner Chow asked if the DPH has contracted with these vendors previously. Mr. Dao stated that the DPH has not used these vendors. He noted that the vendors scored highest on the RFP bidder's process. He added that the DPH IT section will work to resolve any issues in the transition.

Commissioner Chung noted that the contract amounts are the same, but the costs of services are very different.

Action Taken: The Committee recommended that the full Health Commission approve the contract.

- 5) **REQUEST FOR APPROVAL OF A NEW CONTRACT WITH LIONBRIDGE GLOBAL SOLUTIONS II, INC TO PERFORM REMOTE INTERPRETER SERVICES FOR THE DEPARTMENT OF PUBLIC HEALTH. THE TOTAL PROPOSED CONTRACT AMOUNT IS \$9,918,720 WHICH INCLUDES A 12% CONTINGENCY FOR THE INITIAL TERM OF MARCH 1, 2022 THROUGH FEBRUARY 28, 2025 (36 MONTHS). THE CONTRACT HAS TWO OPTIONS TO EXTEND FOR A PERIOD OF THREE YEARS EACH.**

David Dao, DPH Interpreter Services, presented the item.

Commissioner Comments:

Please see comments in item 4.

Action Taken: The Committee recommended that the full Health Commission approve the contract.

- 6) **DRAFT FY20-21 SFDPH ANNUAL REPORT**

Max Gara, MPH, Health Program Planner, presented the item.

Commissioner Comments:

Commissioner Chow made the following comments regarding the draft:

- Some text seems to be smaller in area where definitions of data are given.
- Please label SF Census Population data so the comparison to SFDPH data is clearer.

- Spell out all/define jargon throughout the document or add a glossary.
- COVID data could be shown in the format of daily COVID reports sent to the Health Commission.
- COVID-19 hospital trend data, from daily DPH reports, may be useful data to include.
- Include a number of COVID-19 cases and deaths compared to other jurisdictions.
- Compare the current budget to the previous year, to show the change in General Fund contributions.

Commissioner Guillermo stated that she appreciates the new layout and color scheme.

**7) EMERGING ISSUES**

Commissioner Chung stated that she is concerned that DPH staff not be negatively impacted during the ongoing conflict between Russia and Ukraine.

**8) PUBLIC COMMENT**

There was no public comment.

**9) ADJOURNMENT**

The meeting was adjourned at 2:53pm.